

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is coordinating the activities of the patrol shifts. Employees of this class manage law enforcement functions for assigned shifts, including managing all assigned personnel and supervising the care of assigned equipment and property. Police Majors are also responsible for overseeing the preparation of required records and for performing assigned public relations duties, in addition to assisting in research and planning for department activities. The positions of this class require the ability to perform routine and special assignments with a high degree of independence. Work is reviewed by the Assistant Police Chief, and this class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a police department service or division, including making decisions concerning officer deployment. Oversees and personally performs law enforcement activities in the areas of patrol operations, traffic control and traffic accident investigation, criminal investigations, special tactical operations, the handling of juveniles, and/or jail operations. Conducts inspections of assigned department services, evaluates the effectiveness of these services, and discusses such evaluations with employees in charge of areas inspected to correct or improve problem areas. Assists in the research and planning of programs and activities of the department. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Keeps informed on modern methods of police department work and any local conditions which the department may be called upon to combat. Works with police officers' labor unions and related organizations whose operation affects the careers of police department personnel and the work of the police department. Reviews incoming communications, making assignments to staff or routing work to the appropriate person or location.

Organizes and manages the personnel recruitment and selection program, including interviewing prospective employees and making

recommendations for hiring. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law. Investigates all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Sees that all department personnel policies conform to EEOC standards. Makes recommendations for improvements in the training program. Maintains a library of training materials.

Answers questions or handles complaints from the public about the operation of the police department or related areas of law enforcement. Coordinates special service projects including community relations programs to enhance the public image of the police department. Works with other law enforcement or related agencies, releasing information and giving assistance when required. Serves as official department representative to the news media and at any assigned meetings to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service.

Holds meetings with subordinates to receive reports, disseminate information, or delegate authority. Assigns work areas and work schedules, including approving leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides on-the-job training for department members. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Participates in maintaining discipline.

Manages bookkeeping of all department accounts in order to maintain accurate fiscal records. Prepares expenditure estimates and authorizes the expenditure of funds allocated for police department operation. Purchases or recommends the purchase of equipment and supplies in the manner provided by the lawful authority. Gathers information to be used in compiling budgets and prepares the department operating budget.

Determines what information should be included in department records and in what form this information should be kept. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Writes reports needed to document the activity of the assigned division. Writes letters in answer to written or oral requests or as needed to handle problems of the police service. Writes newspaper articles or any other type of official department position paper for publication. Writes requests for grants or other special funds to aid in the operation of the police service.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Maintains department inventory of supplies and equipment and disburses supplies and equipment to police personnel as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Captain.